



# ARIZONA FIRE & MEDICAL AUTHORITY

## GOVERNING BOARD SPECIAL MEETING

### MINUTES

Tuesday, March 24, 2020

### MINUTES

1. **CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, March 24, 2020, at 9:44 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie and John Crawford

Members Absent: 1 Board Member Vacancy

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and Smitty Smith; South County Fire & Medical District Board Members Karen Gueltzow and Diane Price

Media Present: None

2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

In the interest of running a smooth telephonic meeting, Board Chairman Wilson did not recite the Pledge of Allegiance.

3. **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

4. **FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. Arizona Fire & Medical Authority Financial Reports for February 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for February 2020 and answered any questions from Board Members.

In response to an inquiry, Ms. Goke noted that ambulance receivable collection rates have slowed, as the majority of payments come from insurance companies and those companies are now focused on the public health emergency.

Rob Biscoe, Fire Chief noted that all non-essential expenses have been put on hold until the end of the public health emergency. Essential personal protective equipment (PPE) trainings will continue. Chief Biscoe stated that donations of N95 masks were received from APS & the Palo Verde Nuclear Power Plant.

B. Receive Fiscal Year 2020/21 Budget Development Update.

Ms. Goke provided the Governing Board with an update on the Fiscal Year 2020/21 Budget development process and answered any questions from Board Members.

5. **CONSENT AGENDA**

A. Approve Monthly Financial Report for February 2020.

B. Approve Board Meeting Minutes – February 25, 2020 and March 3, 2020.

C. Accept the South County Fire & Medical District's property annexations approved at their Governing Board Meeting on March 24, 2020,

**Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda, including the February 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Miller, Wilson

NAYS: None

ABSENT: None

6. **REGULAR BUSINESS**

A. Discussion and Possible Action relating to the election of a Board Clerk.

Chairman Wilson nominates Dawn Miller to serve as Board Clerk for the Arizona Fire & Medical Authority.

Board Member Dawn Miller accepts the nomination.

**Board Member Bookie moved that the Arizona Fire & Medical Authority elect Dawn Miller to serve as Board Clerk. Board Member Crawford seconds the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Miller, Wilson

NAYS: None

ABSENT: None

**B. Discussion relating to the COVID-19 Pandemic.**

Chief Biscoe stated that the COVID-19 Task Force started early March, giving AFMA a head start as compared to others. Most Administrative staff is working from home, maintenance and reception are still working out of the Administrative Office.

The Emergency Operations Center (EOC) is located in the Administrative Office and operates on a 24/7 basis. At this point in time, rates of cases and death rates are doubling every 3 days, at that rate, healthcare institutions would not be able to handle the influx of patients. The guidance at this time is to social distance and slow the rate of spread and serious cases. The majority of AFMA residents are in the highest risk category.

Chief Biscoe noted that Policy and Operational Manuals are quickly and continually being updated to ensure the most up to date guidance is provided to staff. Low Acuity (LA) Ambulances are being implemented in coordination with AFMA's Medical Director, which are run with smaller crews and used for certain types of calls that can be treated in place and not transported to a hospital.

PPE usage is now being mandated for all staff, the burn rate on supplies is faster than anticipated. AFMA currently has a good supply, but much like the rest of the nation procuring more will prove challenging.

Chief Biscoe noted that at this time, staffing is of the most concern. As exposure rates increase those exposed will need to be pulled off shifts. AFMA is working with other Valley fire departments to coordinate sharing of staff and supplies. In response to an inquiry, Chief Biscoe noted that time-off reports are being watched closely, and to date, there have not been any increases in sick time usage, but the anticipated surge is still at least two weeks out. Staff temperatures are all being checked daily.

In response to an inquiry, Chief Biscoe noted that the Finance Division and other associated staff are tracking all COVID-19 expenses and are researching any cost recovery opportunities. To date, there have not been any announcements of federal or state reimbursement opportunities.

**C. Discussion and Possible Action relating to the adoption of Resolution No. AF20-0324-1, Emergency Declaration.**

Chief Biscoe stated that before the Governing Board is a request for adoption of an emergency declaration relating to the COVID-19 Pandemic. This declaration will

suspend portions of Policy Manual Policy No. 8.02 and allow the Fire Chief or his designee to waive the bidding and prior Board approval process for any necessary expenses relating to the COVID-19 Pandemic up to a maximum of \$50,000. Staff will report all necessary expenses to the Board during each monthly Governing Board meeting.

Discussion ensued among the Board Members relating to expenditure authorization by the Governing Board, time frames associated with the emergency declaration, and the ability to call a special meeting of the Governing Board if required.

Chairman Wilson expressed his concern relating to an ending date for the Resolution and placing a cap on the emergency expenditures up to a maximum of the current \$600,000 contingency fund.

**Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0324-1 declaring a state of emergency across the Authority. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Miller, Wilson  
NAYS: None  
ABSENT: None

D. Discussion and Possible Action relating to approval of Policy Manual, Policy No. 6.18 – Emergency Pandemic Leave.

Mary Dalton, Assistant Chief, stated that Policy Manual Policy No. 6.18 – Emergency Pandemic Leave will allow employees to remain in a paid status in the absence of a state or federal policy during an emergency pandemic, crisis, or emergency staffing situation. This policy will only be effective during a declared state of emergency and will allow staff to “borrow” sick and vacation leave they will accrue upon their return to work for purposes stated in the policy. Employees agree to payback leave as it is accrued upon their return to work and not be eligible to use additional leave until borrowed time is paid back. Should an employee sever their employment prior to paying back all borrowed leave, the employee the remaining time will be withheld from an employees’ final paycheck.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve Policy Manual Policy No. 6.18 – Emergency Pandemic Leave. Board Clerk Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Miller, Wilson  
NAYS: None  
ABSENT: None

- E. Discussion and Possible Action relating to approval of the Cooperative Fire Rate Agreement (CFRA) with the Arizona Department of Forestry and Fire Management for years 2020 – 2022.

Assistant Chief Dalton stated that the Cooperative Fire Rate Agreement (CFRA) with the Arizona Department of Forestry and Fire Management is an agreement that is reviewed every three years and provides for reimbursement of out of district wildland responses. With the upcoming wildfire season it is necessary to get this agreement in place.

**Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the Cooperative Fire Rate Agreement with the Arizona Department of Forestry and Fire Management for years 2020 – 2022; and, authorize the Fire Chief to execute the Agreement pending final legal review. Board Clerk Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Miller, Wilson

NAYS: None

ABSENT: None

**7. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There were no suggested items.

**8. ADJOURNMENT**

The meeting adjourned at 10:58 a.m.

*Dawn Miller*  
Dawn Miller (May 5, 2020)

Dawn Miller, Board Clerk




# March 24 2020 Minutes

Final Audit Report

2020-05-05

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